

CNSL Travel Request Form

Please complete all sections below.

See the backside of this form for additional information.

1. Name	Alyse Stoy
2. Departure Date	6/8/2016
3. Travel Return Date	6/9/2016
4. Destination(s)	Washington DC
5. Purpose of Travel	Superfund Site Specific Meetings with EPA HQ Staff
6. Is the travel to attend training/conference?	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If yes, you must also complete a CNSL Training Request Form .
7. Do you need to request travel comp time?	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If yes, you must also complete a Travel Comp Time Request Form .
8. Mode of Transportation <input checked="" type="checkbox"/> Check here if you need reservation made for you.	<input type="checkbox"/> POV <input type="checkbox"/> GOV <input type="checkbox"/> Rental Car <input checked="" type="checkbox"/> Flight
9. Airline Reservation	Requested <i>Departure/Arrival</i> : First flight out in the am 6/8 Requested <i>Return/Arrival</i> : Last direct flight out 4:55 arriving KC 6:40
10. Rental Car Reservation	Justification for use of rental car: Click here to enter text. Pick Up: Click here to enter a date. Return: Click here to enter a date. Company: Click here to enter text. Confirmation Number: Click here to enter text.
11. Hotel Reservations <input checked="" type="checkbox"/> Check here if you need reservation made for you.	Hotel Name: Click here to enter text. Street Address: Click here to enter text. City, State, Zip Code: Click here to enter text. Phone Number: Click here to enter text. Confirmation Number: Click here to enter text. Rate: Click here to enter text. Check-in: Click here to enter a date. Check-out: Click here to enter a date. Bed Preference: <input type="checkbox"/> 2 double <input type="checkbox"/> Queen <input type="checkbox"/> King
12. Who is funding travel?	<input type="checkbox"/> CNSL <input checked="" type="checkbox"/> Division Superfund <input type="checkbox"/> HQ Click here to enter text. <input type="checkbox"/> Other Click here to enter text.
13. Superfund info (if applicable)	1. Site Name: <u>West Lake Landfill</u> Site ID: <u>0714</u> Action Code: 0714PS01 Operable Unit: OU1 Percentage: 100% 2. Site Name: _____ Site ID: _____ Action Code: _____ Operable Unit: _____ Percentage: _____ 3. Site Name: _____ Site ID: _____ Action Code: _____ Operable Unit: _____ Percentage: _____
14. Conference Code (if applicable)	Click here to enter text.
15. Special Instructions & Additional Information (include attachments, if applicable)	Click here to enter text.
16. Traveler Signature	Alyse Stoy

January 12, 2016

Please submit completed travel request form to Amy Gonzales for further processing.

ED_000918_00002342-00001

For Administrative Use				
Date Received: Click here to enter text.				
FY _____	Fund Code _____	Budget Org _____	PRC _____	Site Project Code _____
Preparer notes: Click here to enter text.				

Please submit completed travel request form to Amy Gonzales for further processing.

Sarah Moreno is Amy’s back-up in the event of extended absence.

CNSL Travel Request Form

General Information & Selected Instructions

General Information

- This form should be completed for all travel over 12 hours. For travel under 12 hours with expenses (i.e. parking, toll, gas for GOV, and mileage for POV), your manager will submit a local voucher request on your behalf upon your return.
- If needed, the travel comparable form can be found at: (Link to be added)
- Travel requests which include airfare need to be submitted at least 5-7 business days prior to travel. All other travel requests should be submitted at least 3-5 business days prior to travel. Airfare and hotel reservations will be booked in Concur.
- All sections must be completed, otherwise the form will be returned to the requestor. If an item is not applicable to the requested training or conference, please mark 'N/A' in the corresponding box.
- The R7 Travel team will send you email notifications with the status of the TA (i.e. receipt and completion) along with tax exempt forms if applicable and the do's and don'ts of using your government travel card.
- Travel regulations can be found at <http://www.gsa.gov/portal/content/104790>

Selected Instructions

Box 14. Enter the conference code, if applicable. This code is almost exclusively used for EPA sponsored meetings and events that cost over \$20,000; this code should be made available by contacting the sponsoring office.

Travel Team Contact Information:

Email address – R7 Travel

Travel Help Desk phone number – x7758

Travel Team – John Phillips x 7014, Michele Miller x7086, or Bette Darks x7687

Travel preparers (SEE) – Jodi Austenfeld x7092 and Julie Buckman x7074